

Not Found In Google!: using the cool tools on the Library website to find information on the "hidden" Internet (books, videos, articles, maps, photos, more...) http://library.scottsdaleaz.gov

### **Class Objectives:**

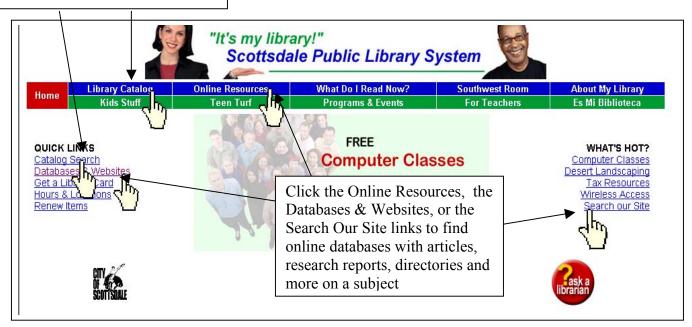
- Recognize and use the two common elements of a searchable database
- Locate and open Library Catalog, magazine & newspaper index databases, and other subscription databases
- Perform basic Library Catalog searches
- Perform a basic search for magazine or newspaper articles
- Perform a basic search in online databases, such as eLibrary, Novelist, AP Photo Archive, Reference USA and business, research articles or encyclopedia databases.

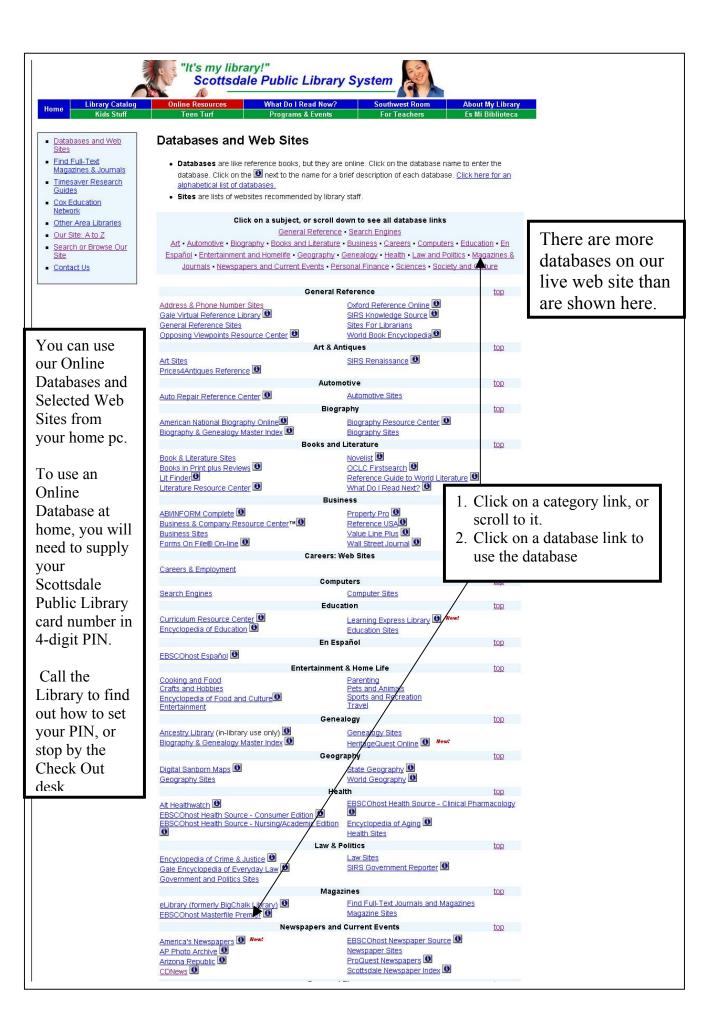
#### **Searchable Databases:**

- 1. Have a text box where you type your search terms
- 2. Have a "Search" or "Go" button (or you can press the Enter key) to send the search terms to the computer.

#### Start with our web site home page:

Click the Library Catalog or the Catalog Search links to begin your search for library materials.





## **Examples of search screens for Searchable Databases:**

# **Library Catalog:**



# **Ebsco Masterfile Premier (magazine articles):**



## **Common Types of Searches**

### Headings:

- Uses a "controlled vocabulary" or thesaurus of terms that are assigned to each item in a database, such as Subject Headings or Author Headings. The designated headings list is searched for matches to your search terms.
- o Commonly found in library catalogs (both card catalogs and online catalogs), but may also be available in other databases.
- O You must type the search terms in the <u>exact</u> order and format of the heading, such as "author's last name first", or "start of the title with every following word in the exact order", or correct subject heading.
- o Usually produces a very precise, highly relevant results list.
  - o Examples: Author "Hemingway, Ernest"
  - o Subject Heading "World War 1914-1918" (not "World War I")
  - o Title "Farewell to Arms"

### **Keywords**:

- o Will search for your terms regardless of the correct order.
- o Most common type of searching used in a wide variety of databases, including our Information Databases and in World Wide Web search engines.
- Often is not restricted to a specific "heading" but will search for terms in several places of the database listings, i.e. "in all the fields"
- o Produces a large result list, but many "hits" may be only marginally relevant, or irrelevant, to your research needs.
  - o *Examples:* Author Keyword "Ernest Hemingway" or "Hemingway Ernest" (order is reversed both will work )
  - o Subject Keyword—"1914-1918 World War" (order is reversed)
  - o Title Keyword "Arms Farewell" produces "A Farewell to Arms"
  - o All Fields "Farewell Ernest" produces Ernest Lehman's, "Farewell performance" as well as Ernest Hemingway's "A Farewell to Arms"

#### Boolean

- A refinement on both Heading and Keywords searching that uses "Boolean Operators" such as AND, OR, or NOT to combine two or more words in the search statement to broaden or narrow your search results.
- O You must include the search term after the Boolean Operator in parentheses.
- Can be confusing to use at first, but can produce a highly targeted result list or a very broad list using synonyms.
- o Used in library catalogs, information databases, and search engines.
  - O *Examples:* All Fields "War AND (Hemingway)" produces items with both words "War" and "Hemingway" found in any field: title, author, subject, and results in a list of many war stories by Hemingway.
  - O All Fields "War NOT (Hemingway)" produces all items with the word "War", but eliminates those with the word Hemingway
  - O All Fields Combined Author & Title "au Ernest OR (ti Arms) produces a list of all items having "Ernest" in the author field as either first or last name, plus all items having "Arms" anywhere in the Title a huge list!